

Date: \_\_\_\_\_  
Permit # MP \_\_\_\_\_  
Permit Fee: \_\_\_\_\_

## MECHANICAL PERMIT APPLICATION

City of Newport News  
Department of Codes Compliance  
2400 Washington Avenue 3<sup>rd</sup> floor, Newport News, Virginia 23607  
757-933-2311/757-926-8311 (fax)  
www.nngov.com/codes-compliance

Application #: \_\_\_\_\_  
Associated  
Building Permit #: \_\_\_\_\_

Project Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Applicant (Check One) ☐ Owner ☐ Contractor ☐ Agent ☐ Design Professional

<input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant Name _____ Address _____ City/State/Zip _____ Phone # _____ Fax # _____ Email Address _____	Applicant Name _____ Phone # _____ Applicant Address _____ Contractor Business Name _____ Phone # _____ Contractor Address _____ Contractor State License # _____ Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C CID # _____ Email/Other Contact Information _____
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**Work to be performed on:**

- ☐ Residential  
☐ Commercial  
☐ Multi-Family

**Type of work:**

- ☐ New ☐ Repair/Alt  
☐ Addition ☐ Other

Project Cost \$ \_\_\_\_\_

I agree to perform the proposed work in conformance with the Virginia Uniform Statewide Building Code and the ordinances and regulations of the City of Newport News.

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

### QUANTITY & TYPE OF DEVICES/EQUIPMENT

_____ Boiler	_____ Pre-Fab Fireplace – NG
_____ Furnace	_____ Pre-Fab Fireplace – LP
_____ Central A/C or Heat Pump	_____ Pre-Fab Fireplace – Wood
_____ Rooftop Unit	_____ Gas Log Set – NG
_____ Package Unit	_____ Gas Log Set – LP
_____ Space Heater	_____ Exhaust System
_____ Air Handler/Fan Coil/VAV	_____ Ventilation System
_____ Chiller	_____ Air Distribution System
_____ Other	_____ Make-Up Air System

_____ Fire/Smoke Dampers	_____ Type I Kitchen Exhaust Hood
_____ Residential Bath Fan	_____ Type II Kitchen Exhaust Hood
_____ Residential Kitchen Hood	_____ Grease Duct
_____ Steam Piping	_____ Gas Piping
_____ Hot Water Piping	
_____ Chilled Water Piping	
_____ Geothermal Piping	
_____ Refrigeration Piping	
_____ Refrigeration Equipment	

### FUEL STORAGE AND DISTRIBUTION

_____ LP	_____ Fuel Oil	_____ Gasoline	_____ Other
_____ Aboveground Tank	Manufacturer _____		
_____ Underground Tank	Capacity _____		

### Office Use Only

Remarks: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Escrow: \_\_\_\_\_

Customer ID #: \_\_\_\_\_

Cashier: \_\_\_\_\_

## Contractor Licensing Exemption Worksheet

Prior to the issuance of a permit to construct, remove or improve any structure, Section 108.4 of the Virginia Uniform Statewide Building Code (USBC) requires the applicant to either:

1. Be duly licensed or certified under the terms of Chapter 11 of Title 54.1 of the Code of Virginia, **or**,
2. File a written statement, supported by an affidavit that he is not subject to such licensure or certification.

Exemptions from contractor licensing are listed below. Please indicate the applicable exemption by checking the corresponding box.

- ☐ The work does not involve a regulated trade AND the value of work (materials and labor combined) does not exceed \$1,000.00.
- ☐ The work consists of the repair and/or improvement to an existing dwelling which is my primary residence.
- ☐ I am the owner of the property and the structure will be used as my primary residence when completed. I have not constructed a primary residence in Virginia during the last 24 months.
- ☐ I am the owner of the property and the structure will be a gift to a member of my immediate family who will live in it upon completion.
- ☐ The work consists of the repair of and/or improvement to an existing commercial, retail, industrial or manufacturing facility owned by me and is for my own use.
- ☐ The structure consists of one or more residential dwelling units owned by me and is subject to the Virginia Residential Landlord and Tenant Act (§ 55-248.2 et seq).
- ☐ I am an owner-developer and have contracted with a properly licensed entity. The third party purchaser has been made a third party beneficiary to the contract.

Name of Contractor: \_\_\_\_\_

License Number: \_\_\_\_\_

- ☐ I am not being paid nor am I receiving anything of value in association with the work involved in this project including discounts in rent or forgiveness of any present or future debt.

**If one of the listed exemptions is claimed, please complete the affidavit.**

## Affidavit

I (name) \_\_\_\_\_

(Address) \_\_\_\_\_

affirm that I am performing, managing or superintending work consisting of improvements to real property located at:

\_\_\_\_\_ and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1.1111 of the Code of Virginia, that I have read the reverse side of this document and I am not subject to be licensed as a contractor.

Owner signature: \_\_\_\_\_

County/City/Town of \_\_\_\_\_  
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_ by

\_\_\_\_\_  
(Name of person seeking acknowledgment)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

Sect. 54.1.1111. Prerequisites to obtaining building, etc., permit. Any person applying to the building inspector or any other authority of a county, city or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement, shall furnish prior to the issuance of the permit, either satisfactory proof to such inspector or authority that he is duly licensed under the terms of this chapter to carry out or superintend the same, or file a written statement, supported by an affidavit, that he is not subject to be licensed as a contractor, subcontractor, or owner-developer pursuant to this chapter.

**NOTE:** It is a violation of Title 54.1, Chapter 11 of the Code of Virginia to act as a contractor without a license **or** to accept bids from an unlicensed contractor. If anyone, other than the individual named above, performs work which exceeds a value of \$1,000.00 (any value if work involves trades work), a license is required. If the work involves the practice of a regulated trade a license is required regardless of the value. The individual named above shall be responsible for all work performed under the permit.